TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:**  **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Scholarship Fund Appeal Letter

Dear **[Name],**

First, I would like to thank you for being very consistent in helping the scholars and us of Stanley Vocational School. The financial assistance that you have generously given us has helped so many eager and talented students reach their professional goals.  
  
I would like to take this opportunity to appeal once again to your generosity as we embark on a new project that aims to open up more programs, specifically those that are geared towards making our scholars more competitive in the international market. I have attached some documents to explain what this project is all about so that you may be able to decide on whether this is something you would like to support.  
  
Thank you very much for taking the time to go over the specifics of the program. We believe that with your help, we will be able to accomplish so much more than when we set up this institution a decade ago. We are looking forward to continuing this journey with you.

Sincerely

**[Name]**